

Supply Chest



October 26, 2001

Navy Core Values: Honor, Courage, Commitment

Vol. 53 No. 18

Decision reached in Ocean Terminal Operations A-76

The Naval Supply Systems Command (NAVSUP) announced recently that the Navy will retain in house the Ocean Terminal Operations at Fleet and Industrial Supply Center, Norfolk, VA. This decision is the result of a competitive study conducted in accordance with the Office of Management and Budget Circular A-76.

The decision involved a review of civilian positions that perform Ocean Terminal functions at FISC Norfolk. The study included 195 civilians. The Government's proposal calls for a workforce of 115 civilian employees.

The decision to retain the operation in house was made after no technically acceptable bids were received from industry.

Career employees adversely af-



Cmdr. David Wiggs, Director, Material Operations Department, announces to Ocean Terminal personnel the results of the Ocean Terminal A-76 study.

ected by the decision will be given maximum assistance in continuing their Federal careers though reassignment to other positions in the Department of Defense or other agencies. Those employees will also be assisted, in coop-

eration with the Department of Labor and State employment services, in locating positions in private industry or afforded opportunities to undertake retraining programs to qualify them for jobs available in local labor markets.

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DLA announces A-76 studies for selected Depot functions

The Defense Logistics Agency has announced it will conduct public-private competitions at seven defense distribution depots. They are located at Anniston, Ala. (239 employees), Corpus Christi, Texas (124 employees), Norfolk, Va. (530 employees), Oklahoma City, Okla. (687 employees), Puget Sound, Wash. (86 employees), Red River, Texas (626 employees), and Tobyhanna, Pa. (120 employees).

The Defense Distribution Center, headquartered in New Cumberland, Pa. oversees 22 distribution depots worldwide. The depots comprise two categories of facilities — some are highly automated, specifically designed to provide global support for general commodities; others are used to fill customer requirements on a regional basis or to provide global support

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Communications - We need to talk!



By Capt. Bill Kowba
Commanding Officer, FISC Norfolk

Centerites,

This column is all about communications. In fact, every time I write an article for the *Supply Chest*, it is about communications. Webster's dictionary defines communication as "a process by which information is exchanged between individuals through a common system of symbols, signs, or behavior." We live in an "information age" where

communications technology has made the world much smaller and allowed us to view history in the making (i.e. "real time") on the other side of the globe. Many of us recall CNN "broadcasting live" from Baghdad and watching anti-aircraft fire light up the night sky on our TV screens as Operation Desert Storm moved from a defensive to offensive posture. Even though that military action took place ten years ago, it remains a very vivid memory for many of us. This new war against terrorism will bring us ever closer to the events through a decade's worth of ongoing refinements of communications technology.

A few years ago, the phrase "24, 7, 365" did not mean much to most people. We now recognize that "24 hours a day, 7 days a week, and 365 days a year" involves the capability to reach out and touch someone or some organization. It means that we can communicate round the clock and round the year. Look at ourselves and people all around us. How many wear a cellular telephone or pager on our hip? I have only half humorously thought about the

next great marketing gimmick, a communications utility belt. Just imagine, that for a fee, you could buy a personalized belt with compartments to hold your cellular phone, pager, Palm Pilot, Blackberry Email device, and portable FAX machine. You would truly be connected!

My question is how well are we really connected? Clearly, there are all kinds of gadgets for relaying information. But are we really communicating? One of my Navy mentors, a retired Supply Officer flag officer used to routinely say that "communications is a wonderful art." He noted that technology certainly facilitated our ability to communicate, but it did not, by itself, shape the quality and effectiveness of our communications. One must have a sense for what information is important and have the wherewithal to communicate it to the right people at the right time. We all need timely and accurate information to function in both our private and professional lives. Frequently, you hear people stress the value of

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Supply Chest

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Be aware of Hatch Act during this election season

The United States Office of Special Counsel is authorized by law to provide Hatch Act advisory opinions and guidance to government employees about whether they may participate in specific political activities. The following material is drawn from the OSC website, www.osc.gov, and may be helpful to employees who wish to participate in the political process. Federal employees may:

- Be candidates for public office in nonpartisan elections
- Register and vote as they choose
- Assist in voter registration drives
- Express opinions about candidates and issues
- Contribute money to political organizations
- Attend political fundraising functions
- Attend and be active at political rallies and meetings
- Join and be an active member of a political party or club
- Sign nominating petitions
- Campaign for or against referendum questions, constitutional amendments, or municipal ordinances
- Campaign for or against candidates in partisan elections
- Make campaign speeches for candidates in partisan elections

- Distribute campaign literature in partisan elections
 - Hold office in political clubs or parties
- Federal employees may not:
- Use official authority or influence to interfere with an election
 - Solicit or discourage political activity of anyone with business before their agency
 - Solicit or receive political contributions (although this may be done in certain limited situations by federal labor or other employee organizations)
 - Be candidates for public office in partisan elections
 - Engage in political activity while:
 - On duty
 - In a government office
 - Wearing an official uniform
 - Using a government vehicle
 - Wear partisan political buttons on duty

Should employees have any questions about how the Hatch Act affects them, they should contact an ethics counselor at 443-1089, or check the OSC website.

Supply Corps Foundation establishes scholarship fund

The Navy Supply Corps Foundation, headquartered in Athens, Ga., has established a trust fund for the seven-month old son of SK3 Jamie Lynn Fallon, the only Navy supply team member killed in the attack of September 11 on the Pentagon. Fallon, a 23-year old single mother, was assigned to Chief of Naval Operations Detachment, Fort Detrick, Md., and was in the Navy Command Center in the Pentagon at the time of the attack.

In addition to her son Kahleb, she is survived by her parents, Mike and Pat Fallon of Woodbridge, Va.; a sister, Teresa Steinbach of Fredericksburg, Va.; and a brother, Michael of Amherst, Maine. Fallon's family described her as having a "heart of gold and a real zest for life," according to a Navy Times article.

Funds collected for Kaleb will be placed in a restricted account within the foundation that will earn interest and divi-

dends. The funds will be available to him when he turns 18. He will be encouraged to use the money for advancing his education.

The first donation to the fund came from the Navy Supply Corps School's 3rd Battalion. During their graduation ceremony, the 60 members of the class presented a check for nearly \$1,000 to the foundation. Rear Adm. Raymond A. Archer accepted the check on behalf of the foundation.

Rear Adm. Donald E. Hickman, president of the foundation, noted "The Kahleb Fallon Trust Fund provides our supply family an opportunity to reach out in support of SK3 Fallon and help provide her son the education she would have provided had she survived the attack."

To contribute to the Kahleb Fallon Trust Fund, send checks to Cmdr. Jack Evans, administrator at the Navy Supply Corps Foundation, 1425 Prince Avenue, Athens, Ga. 30606-2205. Checks should

be payable to the Navy Supply Corps Foundation with "For Kahleb Fallon" in the memo area.

The Navy Supply Corps Foundation is a non-profit professional and social organization, dedicated to focusing the efforts of its members toward educational, charitable, patriotic, professional and social goals and to perpetuating the history, traditions, and growth of the Navy Supply Corps and to serving the Navy supply community. All individuals who have ever worn the Supply Corps oak leaf are members of the foundation. Activities of the foundation are centered in local chapters that have grown through the years from natural regional groupings of Supply Corps officers into a worldwide organization serving the Navy supply community. It is this federation of local chapters, under the national headquarters in Athens, Ga., which forms and is the strength of the Navy Supply Corps Foundation.

NAVSUP makes selections for 2002 Corp. Management Development Program

Selections for the Naval Supply Systems Command (NAVSUP) Corporate Management Development Program (CMDP) were announced September 25. After a careful review of many well-qualified nominees from headquarters and field activities, 32 CMDP I and six CMDP II members were selected for the class of 2002 by Larry Glasco, executive director, NAVSUP, on the recommendations of the Civilian Executive Advisory Board (CEAB).

CMDP I is a two-year program open to employees within the NAVSUP claimancy in grades GS-11 and 12. CMDP I members must complete an orientation to the command and its operations; a two-week business course; a three-month developmental opportunity; and four college courses offered through asynchronous distance education.

CMDP II is a two-year developmental program followed by a structured referral program in which graduates will be afforded special consideration for promotions within the claimancy, but may be required to relocate in order to meet the needs of the claimancy. It is open to GS-13s who have completed CMDP I and to other claimancy employees who were permanent GS-13s as of July 31, 2000. CMDP II members must complete a six-month developmental opportunity, a two-week national security seminar, and four college courses offered through asynchronous distance education. CMDP II graduates receive priority consideration for one or more NAVSUP career referrals for which they are qualified and eligible.

The large number of well-qualified candidates made the merit competition for CMDP membership especially intense. In personal letters to all nominees, Kevin Fitzpatrick, Chair of the CEAB, ex-

pressed his appreciation for their contributions to the Command.

Fitzpatrick also noted that the CMDP plays a major role in NAVSUP's future by providing a means to develop well-rounded and talented employees to fill key managerial positions.

CMDP I selectees for 2002 are, from FISC Norfolk: Sonya F. Mitchell and David J. St. Laurent. FISC Pearl Harbor: Sharon L. Gault. FISC Puget Sound: Teresa L. Kelly. FISC San Diego: Marie A. Bohrisch, Teresa A. Bratcher, Phillip R. Dyck, and Margarita B. Hontucan. FISC Yokosuka: Charles P. Dupray. Fleet Material Support Office (FMSO) Mechanicsburg, Pa.: Lorrey J. Bentzell, Joseph T. Dennison, Charles R. Kundtz, Joann D. McPherson, Beverly S. Motich, Michael W. Pawlush, and Scott M. Underkoffler. Fitting Out and Supply Support Assistance Center, Norfolk: Patti J. Humphries, Brenda L. Logan, Victor Lopez, Evangeline Montgomery, and Merle R. Morey. NAVSUP Headquarters: Elizabeth M. Haldeman and Francis J. Piacine. Naval Ammunition Logistics Center, Mechanicsburg, Pa.: Pamela S. Nelson and Louise J. Rose. Naval Inventory Control Point (NAVICP) Mechanicsburg, Pa.: David A. Butz, Tishia S. Reinert, Frank R. Serfecz, and Melissa Shannon. NAVICP Philadelphia: Christine A. Rowlands. Naval Transportation Support Center, Norfolk: Kathryn M. Janosco and Mona L. Jones.

CMDP II selectees for 2002 are - FISC Puget Sound: Bradley D. Powers. FISC San Diego: Janet R. Bowman. FMSO: Kathleen D. Chastain and Rebecca M. Quarry. NAVSUP Headquarters: Diane S. Lucas. NAVICP Philadelphia: Nicholas Viggiano.

News Briefs

2001 Holiday Season mailing dates announced.

The Naval Supply Systems Command (NAVSUP) Postal Policy Division in concert with the U. S. Postal Service and military postal officials from all of the services note that it's not too early to mail your 2001 Christmas cards and packages to and from military addresses overseas. In fact, everyone is encouraged to beat the last minute rush and bring holiday mail and packages to the nearest U.S. Post Office or APO/FPO military post office by the suggested dates listed below.

For military mail addressed to APO and FPO addresses the suggested mailing date for air letters/cards and priority is December 11. For space available mail the date is November 27, for parcel air-lift the date is December 4, and for surface mail the date is November 6.

A-76 studies set to begin.

The Department of the Navy recently issued a formal notification to Congress of its intent to conduct Office of Management and Budget circular A-76 competitions on 2,981 positions.

The announcement includes 689 federal civilian employee positions at six Naval Supply Systems Command (NAVSUP) activities. The affected activities are the Fleet Material Support Office (FMSO), Mechanicsburg, Pa.; Naval Inventory Control Point at Philadelphia and Mechanicsburg, Pa., sites; Fleet and Industrial Supply Center (FISC) San Diego, Calif.; FISC Puget Sound, Wash.; FISC Pearl Harbor, Hawaii and FISC Jacksonville, Fla.

The functions to be studied include information systems management and support at FMSO and the FISCs; inventory accuracy and quality deficiency review functions at NAVICP; and retail

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supply — positions added to and existing study — at FISC San Diego.

The first step in the A-76 study process will be to form commercial activity study teams at each activity. Employee representatives will be included on study teams. The teams will develop performance work statements and management plans. Ultimately, the government's in-house proposal will be compared with the best-value private sector proposal.

The cost comparison will result in either implementation of the most efficient organization for continued in-house performance or contract performance by the best-value private sector source. The competitions are scheduled for completion approximately two years from official start date.

Career employees affected by a conversion to commercial contract will be given maximum assistance in continuing their federal careers through reassignment to other positions in the Department of Defense or other agencies.

Affected employees will also be given the right of first refusal for employment openings under the contract in positions for which they are qualified. Additionally, the U.S. Department of Labor and state employment services will assist employees in locating positions in private industry, or retraining programs to qualify them for jobs available in local labor markets.

CEAP announces upcoming activities. October is a busy month as we prepare for Fire Prevention Month, National Breast Cancer Awareness Month and Disability Employment Awareness Month. Throughout October, CEAP will distribute literature and posters promoting safety for fire prevention, breast health care and classes of hiring the disabled.

Look for flyers, handouts and e-mail announcing CEAP's next Lunch and Learn during the month of November.

Allon Wright, Training Specialist from the Norfolk Community Service Board will discuss anger management skills. CEAP will host the Lunch and Learn on Wednesday, 28 November 2001 from 11:00 a.m. until noon in the Hampton Room, building W-143, 6th floor. This one hour lunch and learn session can be credit to training.

CEAP offers free, professional services to all civilian employees and immediate family members of workers assigned to FISC, NAVTRANS, DECCA and FOSSAC. Please contact Veronica Thomas at 443-1049 or 443-1490 for information about what CEAP can do for you.

Blood drive exceeds goal. A special thanks is offered to all those who made the Sept. 27 Blood Donor Drive a success. NAVMEDCEN, Portsmouth requested at least 30 pints of blood and they received 48 pints. When they closed the line at 1:00, there were still potential donors waiting to give. The following activities participated in the blood donor drive: FISC, FOSSAC, DDNV, NMCI. Thank you for exceeding the goal at 160 percent. The next blood drive will be Thursday, Nov. 29 from 10:00-1:00 in the Hampton room. Please plan on arriving before 1:00 to ensure your opportunity to give.



Command assessment open door. A Command Assessment of the Fleet and Industrial Supply Center, Norfolk, Va. will be conducted January 29 – February 7, 2002. Capt. Richard D. Gray, SC, USN, Naval Supply Systems Com-

mand inspector general, will be available for open door sessions with FISC Norfolk personnel from Thursday, January 31 through Tuesday, February 5. Discussions will be kept confidential if desired.

Discussions are intended to complement, rather than replace, traditional channels of communications, and are in no way intended to bypass the chain of command. EEO and personnel issues which are the subject of ongoing grievances, appeals and union action will not be heard by the inspector general.

Employees wishing an appointment with Capt. Gray should contact Wayne Waddle, assessment coordinator, Naval Supply Systems Command at (717) 605-7471 or DSN 430-7471. Appointments should be made no later than close of business Friday, January 25.

FISC Norfolk employees desiring to talk with the inspector general are encouraged to call as soon as possible and make a reservation for a time slot. Their goal is to provide you an answer before the assessment team departs.

Beware of internet security concerns. During our current heightened state of awareness, internet security takes on even more importance. Put simply, you should not place anything over the internet that you wouldn't be willing to share with terrorists or enemy intelligence services. The threat to OPSEC and personal security via the internet extends to all DoN personnel at work and at home. Adversaries are actively probing Navy and Marine Corps websites, and are attempting to use the internet to gain information or advantage. They understand the internet and email, the open source technologies involved, and how to gather information via the internet. The threat is not just a passive one posed from an email attachment. It also comes from individuals and organizations that are actively attempting to gain sensitive and significant operations information. So beware what you transmit and receive over the internet. Loose lips sink ships.

Disability doesn't slow down this SERV MART employee

When Joan Walters began her new job as a receptionist at SERV MART on Sept. 10, she had no idea her introduction to her new job would be "trial by fire." Unfortunately, the events of Sept. 11, her second day on the job, would significantly increase the pace of an already high-tempo environment. "Not only was it the end of the fiscal year, there was also a battle group preparing for a deployment, as well as other ships getting underway in response to the attacks," explained Walters. "I knew it would be an exciting job," she added. "You learn so much more when it's busy like this."

While she had to hit the deck running, Walters was faced with an additional challenge at her new work place. She is blind.

She and Cosmo, her guide dog for the past year-and-a-half, had to learn their new jobs and become familiar with their new work environment quickly, but they were up to the challenge. "Everybody here has been really helpful trying to help us settle in," said the new SERV MART receptionist.

SERV MART currently employs 11 visually-impaired men and women through a partnership with the Virginia Industries for the Blind. Walters is almost completely blind. "I see light and dark, and that's about it," she explained. "I was having trouble finding employment. Prospective employers liked my resume, but once they found out I was blind, they would no longer consider me a viable candidate. I found out through my counselor at Virginia Department for the Visually Impaired that this position was available, and that I was able to apply online."

Walters performs all of the typical receptionist duties, including typing, filing, answering telephones, and providing customer assistance. With some equipment modifications and other aids, she is able to perform the same duties a sighted person would be able to. "Whenever I get a chance, I like to tell people that all they really need to know about blind folks is we're just like everyone else," explained Walters. "We just use different things to help us do the things you do, but we can do the same things you do. We just have to use adaptive techniques to do it. We have to be more creative. VIB, SERV MART, and EG&G (the contractor that manages SERV MART operations) have been really creative in helping me for instance and the other folks who work here fit in and use our skills to be productive and to feed our families.

Cosmo has quickly become a familiar figure at



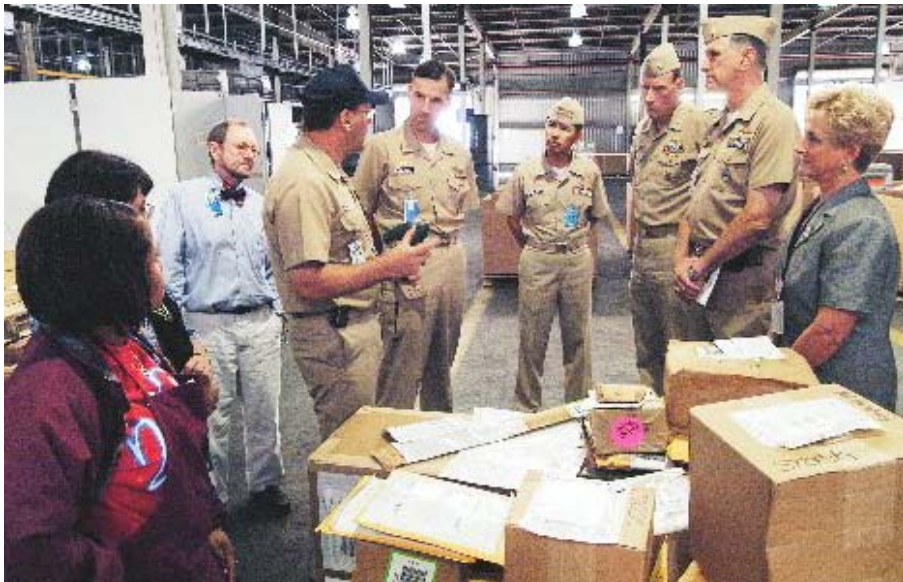
Joan Walters, Servmart receptionist, at her desk with her guide dog Cosmo. Walters has worked at Servmart since Sept. 10. She and Cosmo have been together for more than a year. Walters is just one of several visually impaired employees working at Servmart.

SERV MART. Contractors, vendors, customers and employees all find excuses to stop by and visit. "People seem to enjoy having Cosmo here," said Walters. "They like to pet him – it's very therapeutic to be able to pet an animal when you're not feeling well or if you're stressed. If someone is feeling tense, it makes them feel better to be able to come over and pet Cosmo."

"While people enjoy Cosmo's company, there are important guidelines to remember when approaching him," explained Walters. "As long as his harness is off, he's a free dog and it's OK to approach him. But when his harness is on, he's working and you shouldn't approach him. Trying to pet a guide dog when he's working is like throwing an iron bar in front of a wheelchair. Any unnecessary distraction could cause him to lose his focus, which could endanger both of us."

Cosmo also has quickly learned the location of key areas of SERV MART, and can lead Walters to them on command. He can also alert people at SERV MART to go to see Walters on command. For example, if she says, "Cosmo, Danise's office," Cosmo will lead her to Store Manager Danise Burt's office. If Walters says, "Cosmo, find Danise," Cosmo will take Joan to wherever Danise is in the building.

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SURFLANT SUPO receives MPC brief

Cmdr. Kevin Carrier briefs SURFLANT Force Supply Officer Capt. Jim Holland, FISC Norfolk Commanding Officer Capt. Bill Kowba, and DDNV Commander Capt. Jim Haggarty on the operations of the Material Processing Center (MPC) in Building W-135. Also present were FISC Norfolk Customer Operations Officer Capt. Cris Toledo, Fayeeline Haddaway and Polk Rutherford (Customer Operations Department), and two MPC workers, Odette Daughtry and Alice Roco.

for material that requires special handling, equipment, facilities, or training.

In March 1998, DLA announced that most of its distribution depots would undergo public-private competition. The process follows the guidelines described in the Office of Management and Budget Circular A-76 and examines the financial impact of providing distribution services at the depots in-house, by the current government work force, or under contract by a private-sector firm.

Five other depots have already completed the process and an additional four are currently undergoing the study. The remaining depots are being competed in phases scheduled to end in the spring of 2004.

Under the A-76 process, the depots bid on any work subjected to the competition by designing a "Most Efficient Organization" and formulating an in-house cost estimate. For each competition, the top-ranked private-sector offeror will compete against the MEO. An award decision will be made approximately 18 to 30 months after the solicitation, with conversion to either an MEO or private contract within six months.

CFC has established a fund for disaster relief efforts. If you would like to donate using a CFC donation form please do the following: Payroll Deduction - Select #0100, United Way of America. On a separate sheet of paper, write "The September 11 Fund" and include your name and command. Cash or Check: Make check payable to "CFC/The September Fund." On a separate sheet of paper, write "The September 11 Fund" and include your name and command.



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Cosmo seems to enjoy his new workplace too. The "miles of aisles" in the giant SERVIMART spaces provide a giant playground for him during non-business hours. Wolters and Cosmo have been together for about one-and-a-half-years. Cosmo provides much-needed independence for Joan. "Cosmo is a very calm dog. He doesn't react to most of the things that go on around him in the office. He's also a very friendly dog. In the morning, he gets to come out and visit with people before the customers come in. In the afternoon, after the customers are gone, I get to take him out into

the store and I throw his toy for him."

Having survived her "trial by fire" introduction to the job, Wolters looks forward to continuing to provide great service to her employer and the SERVIMART customers. She is just one of more than 36,000 disabled American workers who prove on a daily basis that, given a chance, they have many valuable skills to offer. "All we're looking for is an opportunity, and when you give it to us, we'll reward you for giving it to us," she said as she returned to her desk.



AMP offers senior officers, civilians a competitive edge

In order to remain competitive in today's government service arena, the players need to perform at the highest possible level, while maintaining current in knowledge and practices. Anything one can do to help them stand out above the crowd could make the difference between climbing the advancement ladder and waiting in the wings.

For officers climbing up the promotion ladder, there are few educational opportunities between the 10 and 20-year mark. Civilian employees are faced with similar challenges. Once you've earned a post-graduate degree, there are few educational opportunities available to assist with keeping current on new business practice trends.

This gap could prevent Navy business decision-makers from being capable of making the best-possible business decisions in a business environment that is constantly changing. A new learning opportunity is now available through the Navy Supply Corps School and the University of Georgia's Tench Francis School of Business. The three-week program is called the Advanced Management Program (AMP).

The Advanced Management Program helps participants broaden their perspectives beyond their current areas of responsibility and develop key skills needed for higher levels of strategic thought. Focused workshops target specific areas of competence with an emphasis on leading edge theory and practice. AMP presenters came from some of the leading business schools in the country, including the Harvard Business School, the University of North Carolina, Northwestern University, and Vanderbilt University.

Two FISC representatives recently attended AMP. FISC Norfolk's Cmdr. (sel.) Brett Sturken, and FISC Det. Washington's Baerbel E. Prentiss each attended one of the first sessions of the new

program. They returned to their commands feeling their AMP experience was a worthwhile one.

"Overall, as a civilian, I appreciate the opportunity to interact and work closely with my military counterparts," said Prentiss. "I have gained a much deeper understanding of many aspects of looking at issues from the military perspective. I hope that our military counterparts were also able to gain a better understanding of the civilian role and perspective. This close interaction will certainly provide value added on two fronts and will further enhance our ability to accomplish our mission in a more effective manner."

"The bottom line of all topics presented was that effective communication is the key to the success of the program," explained Sturken. "It is absolutely essential that all members of the organization, civilian and military, regardless of rank or stature in the organization, buy into the new ideas that are being presented. It's only through clear, convincing communication that that is going to happen. It's brilliant in its simplicity. Whether it's through an automated program, or through specific classes geared towards improving our communications skills, that was the prime point that I took away from the program."

Some of the programs goals were taught through non-traditional means, including a whitewater rafting trip on the Ocoee River. "Although I was quite apprehensive about this group activity, I genuinely enjoyed this wonderful team building experience and was disappointed that it seemed to be over in the blink of an eye," said Prentiss. "We wondered about the purpose of that trip in my group," ex-



Cmdr. (Sel.) Brett Sturken, director, Fleet Support Division, recently completed the three-week Advanced Management Program at the University of Georgia's Tench Francis School of Business.

plained Sturken, "until we got into the water. Then it became pretty clear that if we didn't communicate well with each other, we would all end up in the water."

AMP not only helps participants broaden their perspectives beyond their current areas of responsibility and develop key skills needed for higher levels of strategic thought. It also prepares the leaders of the new millennium to face challenges that we can barely imagine today. In a world of rapid change and instantaneous information exchange, developing and retaining leaders is as important to business success as sustaining corporate financial vitality. To thrive in such a world, executives must update their knowledge base and enhance their leadership skills constantly throughout their careers. Keeping in line with that philosophy, the AMP curriculum will adapt to current trends.

"I feel the program will continue to evolve," said Sturken. "I'm sure the folks at the Harvard Business School didn't get it right the first time. To their credit, the AMP were constantly seeking feedback from the students throughout our time

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Ethics Corner

By the Office of Counsel
FISC Norfolk

Charleen works in Code 100 at FISC Norfolk. On the first Friday of each month, Charleen and her boss, Tamara, go out to lunch at a local bistro. Charleen and Tamara take turns picking up the check each month. The lunches always cost about the same (about \$7-8 each), and by taking turns, the situation results in a “wash.” Yesterday, Charleen was told by a co-worker that she and Tamara are violating the ethical standards established for government employees. Has Charleen done anything wrong? What about Tamara?

A. Strange, but true, they are both

violating 5 C.F.R. 2635.302. The two people in the scenario are clearly in a subordinate-official superior relationship. When Charleen pays, she is providing a free lunch to Tamara. The ethics rules prohibit subordinates from giving a gift to an official superior and prohibit the superior from accepting a gift from an employee receiving less pay than him/herself. The regulation does not recognize any exception for “taking turns.” One might argue that by taking turns, Charleen and Tamara are merely “lending” money to each other every other month. Don’t go there. Even if this bland rationalization is accepted, there is still the appearance of impropriety. 5 C.F.R. 2635.101(a)(14).

The rules do make an exception for giving and accepting gifts on occasions

when gifts are traditionally given or exchanged, such as birthdays. The gift, however, cannot be cash, must be voluntarily given and be worth less than \$10 per occasion. For instance, Tamara could accept an offer by Charleen to buy lunch on Tamara’s birthday, provided the lunch is not worth more than \$10.

By the way, Tamara is permitted to buy lunch for Charleen (and any other subordinate) without restriction. Be sure to bring this to the attention of your boss next Friday.

If you have any questions about this vignette, or would like guidance regarding any other ethical matter, please call the Office of Counsel (Code 08) at 443-1089.

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there.” He went on to explain that feedback was both formal, through regular written critiques, and informal on a one-on-one basis. “Instructors would frequently stop individuals after a session and ask them what they thought of the discussion. This constant feedback is necessary, especially if they want to meet their goal of teaching business’s *best practices*.”

If you are fortunate enough to be selected to participate in a future AMP session, it’s important that you enter the program fully prepared for the experience so you can make the most of it. “There is a lot of group work, lots of team-building that goes on there, so be prepared for that,” said Sturken. Prentiss added that, “Your command will most likely want to make good use of your new skills, so be prepared to use them when you get back.”

For more information on the Advanced Management Program, visit their website at <http://amp.nscs.com/>.



Stepped-up security means decals, ID cards must be up-to-date

Personnel are reminded that their vehicle decals are a “passport” to enter a military installation. They should be aware of their responsibilities concerning these controlled forms. Ensure your decal hasn’t expired. It costs you lots of time if you get to the gate and the sentry denies you entry. When you sell or trade your vehicle, you are responsible for removing the decal, even in pieces, and turn it in to the Pass Office. This removes you from responsibility for that decal and, more importantly, it prevents an unauthorized person from using that car WITH DECAL to enter a military instal-

lation. You must immediately report any instance where your vehicle decal has been stolen. Contact the Pass Office at once. Likewise, report it to the Pass Office (as well the police) if your vehicle is stolen and it has a decal on it. In addition to decals, personnel are advised to immediately report the loss or disappearance (possible theft) of DoD identification cards, command badges, etc. Finally, any suspicious people, things or events should immediately be reported to your command security office and base police.



Air Terminal employees play an important role in delivering humanitarian aid

The humanitarian food aid packages that have been delivered to the people of Afghanistan recently began their journey on the tarmac at the Norfolk Naval Air Terminal. Humanitarian Daily Rations were loaded aboard a chartered aircraft for transfer to European-based military transport planes bound for Afghanistan. The meals are part of the \$320 million humanitarian assistance for the innocent Afghan people who will soon be dealing with the coming winter. "The as-

sistance is America's way of saying that while we firmly and strongly oppose the Taliban regime, we are friends of the Afghan people," said President Bush in his announcement on Oct. 4. The food will be distributed through the UN agencies such as the World Food Program and through private volunteer organizations. In addition to those in Afghanistan who need help, those who fled to neighboring countries will also be helped.

Communication from page 2

making educated or "informed" decisions. They are taking action based on an assessment of communicated information.

Since the onset of my command tour, I have looked for ways to build our communications network, to "get the word out" to the FISC Norfolk team, and to maintain an "honest to goodness" two-way exchange. I have made our command newspaper, the *Supply Chest* a bi-weekly rather than a monthly publication. Both the executive director and I have regular columns in the newspaper. We have established a cycle of town hall meetings. I have committed to keeping all of you informed through interactions either directly with you or via your department heads or detachment OICs. E-mails, meetings, and teleconferences are some of the means that have been used to communicate.

Recently, Rear Adm. McCarthy, Chief of the Supply Corps, sent a letter to the NAVSUP headquarters staff and all of the NAVSUP field activity commanding officers that focused on communications initiatives and reinforced the

value of communications. He believes that "we need to dramatically improve communications with our stakeholders, customers, suppliers, and perhaps most importantly, with our people." He views communications as a primary leadership responsibility and sees himself as the NAVSUP-wide communications champion. At the same time, he expects me to be the chief communications officer for FISC Norfolk. In his correspondence, Rear Adm. McCarthy has outlined some specific actions that senior leaders must take including periodically meeting with all personnel, providing the staff with the means and opportunity to surface questions and comments, and visiting customers to obtain feedback.

In light of Rear Adm. McCarthy's letter and my own perspective on communications, I have tasked all of the department heads and detachment OICs to evaluate how well they are communicating up and down the chain of command and across our diverse and dispersed organization. I have asked them to grade themselves on how well they are keeping both you and me informed. While I have the opportunity

and your attention, I ask that each of you assess yourselves as communicators. How well do you send and receive information? Are you clearly listening to or otherwise comprehending a message and then accurately relaying it to someone else without any filtering or coloring of the message? It is not easy to be a good communicator. It takes great concentration, attention to detail, and discipline to continually process information in a highly efficient and effective way. To underscore this point, think back to when you were a child, sat in a circle, and whispered a message around the circle. When the last recipient of the message spoke what he/she heard, it was usually significantly different from what was transmitted by the first communicator in the circle. Meaningful communications counter the worst aspects of rumors. Meaningful communications foster good decisions. Meaningful communications promote teamwork. We need to communicate! We need to talk, write, call, fax, and get the word out!

Bill Kowba
Commanding Officer

NAVSUP offers tips on dealing with possible Anthrax threats

Due to the large number of reported anthrax threats received in the mail, NAVSUP claimancy employees should be aware of what actions to take if the mail is suspected to be contaminated with Anthrax or any other potentially hazardous substance.

The following are typical characteristics of “suspicious” parcels or letters.

- a. The presence of any unusual material, especially a powder-like substance, either outside of or when opening the package (weaponized Anthrax exhibits the consistency and fineness of talcum powder and can vary in color from white to off white to brown. Less sophisticated Anthrax will probably be less consistent (lumpy) and more granular).
- b. Restricted endorsements such as “personal” or “private,” especially when the addressee does not usually receive personal mail at the office or command.
- c. Fictitious or non-existent return addresses.
- d. Address is made out in distorted handwriting, with homemade labels, or cut-and-paste lettering.
- e. Improper titles with name, or addressed to title only (a more common occurrence in military commands).
- f. Protruding wires, aluminum foil, oil stains, or a peculiar odor.
- g. Cancellation or postmark from a different location than return address.
- h. Excessive postage.
- i. Unprofessional wrapping with several combinations of tape.
- j. Special endorsements such as “fragile-handle with care” or “rush-do not delay.”

Any employee who receives a piece of mail that he or she deems suspicious should first notify his or her supervisor. The supervisor should alert the chain of command, and should notify NAVSUP Security Program Manager at 717-605-7083, or by email at: mary_j_lafata@navsup.navy.mil, or the



FISC Executive Officer Capt. Paul Flondarina sorts mail with PC2(SW) Valerie Combs at the Navy Regional Mail Center. If any suspicious envelopes or packages are found, prescribed handling procedures will be followed.

NAVSUP Headquarters Command Duty Officer at 717-605-2578.

Next, all persons who have touched the letter or parcel, or have been in close proximity to the suspected item, should immediately wash their hands with soap and water. Do not touch your head, face, or exposed skin until your hands are thoroughly washed. If an envelope or parcel suspected to contain the Anthrax virus or other potentially hazardous substance has been opened, avoid inhaling near the contents.

The Center for Disease Control (CDC) recommends the following actions be taken if mail is believed to be contaminated with Anthrax.

Double bag the letter(s), parcel(s) in zipper-type plastic bag using latex

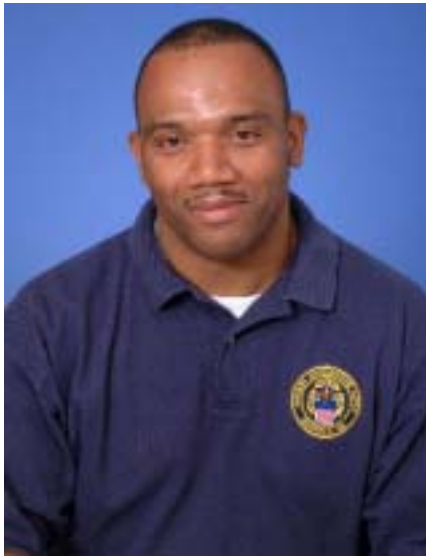
gloves and a particulate (or tb) mask, if available. The most important thing to remember is to double bag the letter(s), parcel(s). A sealed trash bag, box, or closed desk drawer may also be used.

List all persons who may have touched or been in immediate area of letter or parcel. The list will be required for follow on preventive action by public health authorities.

For additional information see ALNAV message DIRNAVCRIM-INV SERV WASHINGTON DC//NAVATAC/22A4//, P 151830Z OCT 01.

Additional information on Anthrax threats is available at www.bt.cdc.gov/agent/anthrax/anthrax.asp.

Bravo Zulu



Andrew Walls, DDNV Blue Collar Employee of the Quarter



DDNV's Work Team of the Quarter is the Bulk Receipt Team from Receiving Division. They are (front row, left to right) Frederick Puller, Janet White, Kathy Simmons, and Bobby Blow. Back row (left to right) James Elam, Joy Harvey, David Edwards.



Pam Benton, DDNV White Collar Employee of the Quarter



Gene Parker, DDNV Supervisor of the Quarter



NAVTRANS Commanding Officer Capt. Robert J. Mundell congratulates SKC(SW/AW) James Sheffer after presenting him with the Meritorious Service Medal. Sheffer received the award for service as the assistant chief of staff for logistics for Commander, Carrier Group Eight from November, 1998 through March, 2001.



FISC Commanding Officer Capt. Bill Kowba congratulates Capt. Cris Toledo, director, Customer Operations, after presenting him with his second Legion of Merit medal. Toledo received the award for exceptionally meritorious service while serving as deputy commander, support services, Naval Supply Services Command from August, 1998 through June, 2001. He was recognized for his dynamic and versatile leadership, total dedication to excellence and his tireless enthusiasm, which had a profound positive impact on the quality of life of U.S. Sailors worldwide. His long range strategy of reengineering Navy food service afloat won the secretary of the Navy's Revolution in Business Affairs (RBA) award. Toledo changed the traditional practices of moving household goods by implementing the Service Member Arranged (SAM) move program. SAM won the first-ever "Business Solutions in the Public Interest" award sponsored by Government Executive Magazine. He also spearheaded the infusion of "Navy Cash" card technology and business practices in the disbursing operations.